

# **Schedule 150-0**

## **HEALTH AND HUMAN SERVICES SYSTEM**

### **DIRECTORS' OFFICE**

September 1, 2006

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

SCHEDULE

**150-0**

AGENCY, BOARD OR COMMISSION

**Health and Human Services System**

DIVISION, BUREAU OR OTHER UNIT

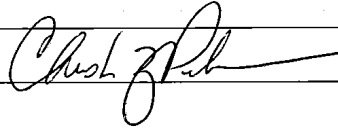
**Directors' Office**

**Supersedes 35-3-1; 35-3-7 edition of  
March 26, 1992**

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



TITLE

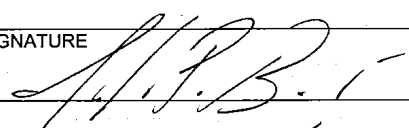
DATE

8/24/06

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



STATE ARCHIVES

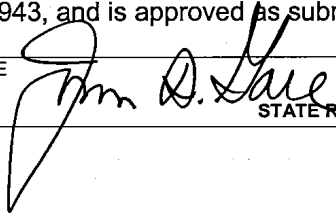
DATE

8/31/06

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



STATE RECORDS ADMINISTRATOR

DATE

Sept 1, 2006

RMA 01005D

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE 150-0 Health and Human Services System – Directors’ Office**

### **150-0-1 AFFIDAVITS (Obsolete)**

Statements that represent affirmations of truth, usually notarized.

**Dispose of after 1 year or at the discretion of the agency director, whichever is later.**

### **150-0-2 GENERAL COMMUNICATION/CORRESPONDENCE**

Official correspondence from the Governor’s Office, State Senators, or Congressional Representatives.

**Transfer to the State Archives after 2 years; retain permanently.**

### **150-0-3 LONG-TERM COMMUNICATION/CORRESPONDENCE**

Correspondence between the Director’s and various State and Federal agencies. May include documents from private citizens, local government agencies (cities, counties, chambers of commerce, etc.). May also include suspense letters, communication related to the mission of the agency, documents or major transactions, or long term ramifications to the operation of the agency.

**Transfer to the State Archives after 8 years; retain permanently.**

### **150-0-4 MINUTES OF MEETINGS**

Includes official minutes of all state boards, committees, and commissions.

**ORIGINAL RECORD: Microfilm for security annually; transfer to the State Archives after no longer of reference value. This record may NOT be destroyed after microfilming.**

**ALL OTHER COPIES: Dispose of after no longer of reference value.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

## **RECORDS DISPOSITION REPORT**

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

## **REQUIRED INFORMATION:**

**In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):**

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

## **OPTIONAL INFORMATION (FOR YOUR USE ONLY):**

**You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as**

**HEALTH AND HUMAN SERVICES SYSTEM – DIRECTORS’ OFFICE**

**schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.**

DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D

**HEALTH AND HUMAN SERVICES SYSTEM – DIRECTORS’ OFFICE**

**VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load	

